



Job Announcement

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Opening Date:	May 28, 2015	Closing Date:	June 11, 2015
Job Title:	District Court Clerk I/II (Civil)	Position Type:	Regular Full Time
PIN:	084589, 076863, 060168	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland	Grade/Entry Salary:	Level I - J05 \$28,973 - \$34,289 Level II - J06 \$30,761 - \$36,447 (Depending on Qualifications)
		Financial Disclosure:	No

Essential functions: Works involves specialized clerical and/or cashiering functions involving court proceedings. The District Court Clerk I/II facilitates the hearing and trial process of all cases within the Courts jurisdiction in a courteous and efficient manner. This position provides the public with forms/brochures and instructions for completion, explains procedural guidelines, and processes Civil cases. The incumbent also communicates with defendants, attorneys, witnesses, and the general public, answers correspondence and prepares outgoing mail, prepares case files to ensure all necessary documents are complete and accurate in accordance with established court procedures, enters new cases and updates existing case information into the District Court's data systems. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of court terminology, general office practices, business English, and judiciary policy manual, procedures and equipment. Ability to communicate effectively with the public and provide information both in person and on the telephone. Knowledge and skill in using computer based technologies to manipulate, create, store, and retrieve information. Ability to use a cash register and receive court fees and costs. Ability to use computer based technologies to locate and access information (Internet and email). Ability to prioritize, plan, and organize work. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to sit, stand, bend and/or lift for varied periods of time. Ability to lift, move and/or carry items weighing up to 25 lbs. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

**Maryland Judiciary, HR Dept.
580 Taylor Ave, Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.